



## **VOLUNTEER JOB DESCRIPTION: CAT CAREGIVER 1**

**Goal:** Ensure that all cats are well cared for while under the care of Look What the Cat Brought In.

### **Supervisor(s):**

- Operating Director
- Operations Advisor

### **Qualifications:**

- Must enjoy animals, cats in particular.
- Must have ability to adhere to health and safety protocols.
- Must have ability to adhere to a regular schedule
- Must be able to participate in team communication via Slack app

### **Physical requirements:**

- Not be allergic to cats.
- Must be able to move around the facility and do some bending and stooping. Very light lifting.

### **CORE DUTIES** - Performed during each shift

#### **Hygiene:**

- Ensure a high level of hygiene and sanitization at all stages of interaction with cats, their kennels, all supplies and the shelter environment in general
- Wear appropriate PPE including gloves, gowns and booties where applicable
- Be aware of proper sanitization protocols and safe use of disinfecting chemicals

#### **Cat Care:**

- Ensure that all cats remain confined in assigned kennels and rooms
- Perform daily health and wellbeing observations and make notes in records as appropriate
- Report any health or wellbeing concerns to operations advisor, director and other staff members as appropriate
- Provide fresh water and fresh food in clean bowls, collecting used food bowls on once weekly rotation in each room.
- Ensure hygiene of all litter boxes, scoops, and surrounding areas of kennel or room. Refill and/or replace litter boxes, removing heavily soiled boxes for cleaning as needed.
- Assess cleanliness and shake out all bedding within kennels, replacing if it is wet or heavily soiled
- Brush out debris and wipe down soiled surfaces within cages, using Rescue disinfectant as needed
- Remove soiled toys and provide new clean toys as needed
- Remove used broom heads, dustpans and mopheads for daily disinfecting

**Service Areas:**

- Sweep and mop floors daily
- Spray broom handles, mops with Rescue disinfectant daily
- Wipe down countertops, sink areas daily
- Ensure tidiness of cabinets, supply shelves, food and litter bins, etc.
- Replace key supplies such as cleaning supplies, gloves, litter, food, etc.
- Monitor supplies and communicate when supplies are low via Slack app

**Cat Café:**

- Assess and confirm health of all cats prior to opening
- Report any concerns to Operations Advisor, Operating Director
- Update animal identification and interaction guidelines postings prior to opening
- Ensure adequate interactive toys in good condition
- Ensure adequate printed information
- Monitor food and beverages, managing cats as needed to ensure quality and safety
- Engage with guests and potential adopters, making yourself available to guide interactions as needed and in case of questions or concerns

**Possible Additional Duties:**

- Mop hallways and office
- Do laundry
- Run dishwasher
- Attend intermittent staff & volunteer meetings
- Transport cats to adoption venues or veterinary appointments
- Assist with online records management
- Assist with social media engagement
- Attend adoption fairs

**Training Requirements:**

- Attend at least one orientation session followed by tandem or supervised cleaning days until proficient in each area and with all designated tasks.

I understand that by applying for this volunteer position I agree to meet the following criteria to the best of my ability, except where waived by Operations Advisor & Shelter Director.

---

Signature

---

Date



## Volunteer Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street                      apartment number      City    Zip

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email: \_\_\_\_\_

How do you prefer to be contacted?"

Circle times when are you available:

<b>Morning</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Afternoon</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

What kind of pets do you have?

Are your pets up-to-date on their vaccinations? Who is your vet?

Are you willing to do cleaning ?

Are you willing to attend adoption fairs at Petco?

Do you have any felony convictions?



Have you ever been charged with any animal related crime or infraction?

Do you have transportation?

Are you willing to drive pets to Petco or the vet?

Are you working? \_\_\_\_\_ If yes, where do you work?

Are you in school? \_\_\_\_\_ If yes, what school do you attend? \_\_\_\_\_

If you are under 18 please answer:

Date of Birth: \_\_\_\_\_ Age at Application \_\_\_\_\_

Do you have other skills such as computer, fundraising, vet tech, photography, etc. that you would like us to know about?

The above information is true and correct. I understand that if I am issued a key to the facility, it remains the property of Lookwhatthecatbroughtin.org and that I will return it if requested.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date key issued

\_\_\_\_\_  
Initial